



# Montana Public Safety Officer Standards & Training Council

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Helena, MT 59602

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dojmt.gov/post

## POST NEW HIRE CHECKLIST

This form is for the use of public safety agencies and need **NOT** be returned to POST.

For more information, see § 7-32-303, MCA and ARMs 23.13.201-23.13.205

Applicant Name: \_\_\_\_\_

- Is the applicant a U.S. Citizen?                      Yes                      No
- Is the applicant at least 18 years of age?                      Yes                      No
- Have you run the applicant’s fingerprints?                      Yes                      No
- Has the applicant been convicted of a crime for which they could have been imprisoned?                      Yes                      No
- Does the applicant have a high school diploma or equivalent?                      Yes                      No
- Have you conducted an oral interview?                      Yes                      No
- Have you conducted a thorough background check?                      Yes                      No
- Is the applicant in good standing with other state POST agencies?                      Yes                      No
- Does the applicant possess a valid driver’s license?                      Yes                      No
- Has the applicant taken an oath containing POST’s code of ethics (*link below*)?                      Yes                      No  
<http://www.mtrules.org/gateway/RuleNo.asp?RN=23%2E13%2E203>
- Has the applicant received an examination to determine s/he is free of any mental or physical condition that might adversely affect performance by the applicant (*peace officers only*)?                      Yes                      No
- Have you checked the National Decertification Index (*link below*)?                      Yes                      No  
<https://iadlest.org/Home.aspx>

**Don’t forget to send in a Notice of Appointment form to POST within 10 days of appointment!**